

CAREER ENERGIZER



WHAT OUR CLIENTS SAY:

"Very engaging and informative and non threatening, which I have found on previous PD sessions. Enjoyed the active participation."

"Thank you! You have a great gift and I am very grateful for the insights that you have shared."

"I appreciate your professionalism, drive, energy and passion and willingness to coach and mentor those that you have. The result of the Induction revamp is fabulous."

"I would like to say thank you for everything you have done and for opening up the future for me."

OUR SERVICES:

- ▶ Coaching & Mentoring
- ▶ Leadership Workshops
- ▶ Learning Consulting
- ▶ Conference Presentations

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HOW TO IDENTIFY YOUR PERFORMANCE AND DEVELOPMENT GAPS FOR CAREER SUCCESS

People who proactively manage their careers regularly make time to reflect on their performance and development. They know their strengths and non-strengths and are active learners, clear about where to focus their learning and development efforts to influence their career success.

This Career Energizer guides you through a process to reflect on your capability to perform your role well. Use the table below and the instructions that follow to identify where you might need support to enhance your performance, such as through addressing knowledge or skill gaps, or attending to resource needs.

| Key Tasks for Your Role | Rating 0 - 10 | Knowledge, Skill or Resource Needs |
|---------------------------------|------------------|------------------------------------|
| <i>Example: develop budgets</i> | <i>7</i> | <i>Learn advanced Excel</i> |
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KEY TASKS: List the key tasks you regularly perform that are essential to the success of your role (*if insufficient space, use a separate sheet of paper*).

RATING: Rate your level of competency for each key task using the rating scale of 0 to 10 (*For example: 0 would best describe you as not competent in this task, while a rating of 10 would describe you as highly competent in this task*).

NEEDS: Reflect on what it would take to shift your level of competence towards a rating of 10. (*If learning, training or development is required, you might describe specific knowledge, skills or behaviours to enhance your performance. If resources are required, you might describe things you require to do your job*).

PLAN: Now, review your list. What are the priority areas? What can you do to address any gaps? Where might you need support from your manager to improve your performance, such as to obtain resources, approval for training programs, access to coaching, or the like? ■

Carmel Kostos is the author of the career management program, *Energize Your Work-life*. She uses her expertise in helping people learn to facilitate the achievement of individual career goals and organisational development outcomes in her work as Learning Consultant and Leadership Coach with Next Talent Development. ■